



# Personnel Meeting

## Minutes

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Tuesday, January 28, 2020

Time: 3:15pm-4:15pm  
 Location: ASI Conference Room U-SU 203  
 Attendees: Personnel Committee Members  
 Type of Meeting: General Public

❖ **Organizational Items:**

Call to order by: Chair Teady Ochoa, @ 3:15

**b. Roll Call**

Jacquelyn Acosta	President	
Teady Ochoa	Vice President for Administration	Present
Christopher Koo	Vice President of Finance	
Joceline Rivera Jimenez	VP for External Affairs and Advancement	
David San	Secretary/ Treasurer	Present
Alexander Berry	Chief Justice	
Susie Varela	Human Resources	Present
Dr. Jennifer Miller	University President's Designee	Present
Christopher Johnson	Staff Support Director	Present
Dena Florez	Office Manager of Administration & Services	Present

**c. Adoption of Agenda:**

<b>Offered By:</b>	<b>Chris</b>	<b>Seconded by:</b>	<b>David San</b>
Motion to approve the adoption of Agenda for Tuesday, January 28, 2020 Consensus to approve the agenda – Consensus reached.			
<b>All in Favor</b>		<b>Opposed</b>	
		<b>Abstained</b>	
<b>Motion: Passed</b>			

**d. Approval of Minutes (action):**

<b>Offered By:</b>	<b>Chris</b>	<b>Seconded by:</b>	<b>David San</b>
Tabled to next meeting minutes Consensus to move minutes to next meeting-Consensus reached			
<b>All in Favor</b>		<b>Opposed</b>	
		<b>Abstained</b>	
<b>Motion: Passed</b>			

❖ **Public Forum**

- a. This time is allotted to members of the public to address the board regarding items not included on the meeting agenda. Speaker cards are available for those wanting to speak on agenda items as listed below. Those comments will be heard as the item is introduced.

#### ❖ Action Items

- Annual Evaluation Timeline: The VPA will present the timeline for spring 2020
  - Teady Ochoa: if we look online the timeline is up there as well as the evaluation that ASI's student leaders will be our two staff which is Gus and Dena. If there is any questions please let me know I could also bring this up next meeting. Are there any questions or revisions on the timeline? I do know that for the timeline I might have to edit it and instead of executive director I might need to put ASI President. For example, ASI President completes evaluations and reviews full time staff and delivers to Associated Students.
  - Jennifer Miller: Can I concur, so my review is just make sure that they follow HR guidelines, so I do that for the division of student life and then areas and you're like our friendly cousin so we just want to see if there are any HR concerns, we don't weigh in on what is written like if it's true or not true like if its written the way we would write it for HR purposes
  - Teady Ochoa: Jackie?
  - Jacquelyn Acosta: for the executive director completes evaluations?
  - Teady Ochoa: yeah that's why I was saying that instead of executive director we are going to put ASI President. Any further questions?
  - Jennifer Miller: if anyone needs help on how to write those not content but format I'm here to help.
- Executive Director: The committee will receive an update status on the application process
  - Teady Ochoa: is there something we can discuss here?
  - Jacquelyn Acosta: I don't think so.
- Director of Government Affairs & Leadership Programs: The Committee will receive an update status on the application process.
  - Jacquelyn Acosta: the anticipation of having this up is because we were having the hopes that we would have the ED by then but because we don't have them I did communicate to Dena that it is going to be taken down January 31<sup>st</sup> even though people are still applying because the agreement that we had was that we still wanted the ED to participate in the process so seeing that we don't have any ED that position is going to have to hold off until we are already doing the on boarding process and maybe we can continue with the process.
  - Teady Ochoa: Is there any questions or discussion on that?
  - Dena Florez: As Jackie advised, so I have communicated with Ericka Alvarez, she is in the HR, she is the one that's overseeing the applications. We have a good number of applications in however, she will be taking it down on the 31<sup>st</sup> and we'll hold those applications.
- Staff Absences: The Committee will discuss having better communication and track record with ASI student leaders on notifying when they are taking personal time off.
  - Teady Ochoa: I put this on because of issues but I would just say to inform us maybe through Group Me and kind just say " Hey y'all I won't be in the office during this certain time, "I know Panda talked about this last semester while he was doing his Art & politics. Is there any discussion?
  - Dena Florez: I do feel that even as full time staff they should have a follow up process and should notify. My understanding is okay right now we don't have an Executive Director so basically we email Jackie to let her know that I will be leaving early or whatever the case is and if Jackie will send out to the execs then that's fine, but there should be some sort of process because this what we would require of our student staff so let's lead by example.
  - Jennifer Miller: so office don't need the approval of time off which the supervisor should be able to do with the communication among the office so I know my office has like a little calendar that once their vacation and their time off from their boss ids approved people put it on my calendar so that my
- Student Staff: The committee will be informed about the student staff assistant's support to ASI executives.
  - David San: This is a little more of what I notice last semester and maybe even the previous semesters and it was like some students staff were helping out other execs in different areas I just wanted to have maybe if we can have a little bit of formal process or like some documented process of who's helping in which area and at what capacity. I thought that it would be helpful so that people know that they aren't just doing their own thing at the front desk but are also helping in different areas as well and just shows how much each student staff is doing. so say if one student staff is getting more work than another and that might not be the case the entire amount of time but I'm just saying that I think that documentation for this area might help out a little, especially when it comes to us execs figuring out what everyone else is doing but again that's what I felt.
  - Dena Florez: We are short full time staff, however we've been able to you know go through the process. Last month I think Sithyna was assisting VPAG because there's letters to get out there's memos to get out. As much as you are student leaders we recognize you are students and your classes come first so we want to make sure the work still continues to flow.

Don't have a problem if the front desk needs to be utilized to assist you in something that you are doing however if we can talk about it first because there could be things on their desk that I have them doing and that can have a sensitive timeline but front desk is open to assist, Sithyna could assist the VPAG and we can also have assistance to the ASI President, we use to have that position however that doesn't necessarily make a 20 hour position so assistance can be made available from the front desk students.

- Teady Ochoa: Okay, any further discussion?
- David San: its just documentation I just felt like having documents to keep track of what's going on. Maybe on a visual perspective their workload is a lot rather than a verbal perspective well they are taking care of this and this so it's not too much right?
- Jacquelyn Acosta: The only exec I know that has help is the VPAG, but because the VPAG has more external administrative work, I don't know if we really need documentation just for one position because none of the other execs really need and I don't need help. And Dena said that not like in a formal email about Tina stepping up and needing assistance for VPAG but I don't know if we need a chart of who's designated to what executives because technically you have Tyler.
- David San: If I may kind of like Amanda helps with finance though that's within her job and we have some of the student staff assistance helping with the minutes so that's why it's a little more than Sithyna's area.
- Dena Florez: To help David I think the next section is going to document a little bit more ,with the help of Christopher, we've updated their positions descriptions so hopefully that will help. But again front desk is available to help the student execs if they need any all I'm asking is that if we can communicate on that in case they have a deadline. I don't want them to feel like oh my gosh do I do this or do I do this.
- Teady Ochoa: Any further discussion? No.
- Student Administrative Staff: The committee will review suggested changes made to the student staff job description
  - Dena Florez: Okay so what this is going to entail, there is a question of the student staff and what do they do and how they are very big support. Our students will rise to the level of expectations provided that we don't overdo it, so to speak. So with that said what we've done is we've gone through the position description and made them more solid so that they can actually put these skills that they're learning on their resume, it's going to be really great for them. So the first one is ASI administrative assistant to the office manager and we've changed to ASI administrative assistant. This position which is right now Amanda and Sithyna to give you a visual on who it is, they also report to the executive director. So the executive director and I would work together and if there's something that they need them to do we communicate on that. Responsible for the Executive director and office manager but I think I have to take off. I had crossed off for administration and services because that is the official title of my position, I think I have to put that back in. So conditions of employment we changed it, continues employment in this position is dependent on mutual consent in the associated students and employee. The condition of employment for this position is such that the employee can be terminated by ASI at will. This position is subject to a 90 day probation period. So what we've done with that is that we kind of aligned it with somewhat how university has theirs. The skills that we put down there, we've changed them up brought them more kind of current. Specific duties and responsibilities whereas we had assist with preparation of request for payments. This one is more specific to prepare request for payments or purchase for credit card statements the university department external invoices in a timely manner for review by the office manager. They do deposits which Amanda does make deposits when money is received especially from our consignment sales. I'm sorry for our pre-paid sale, we do the deposit and I do sign off on it. Prepare hospitality forms and food permits in a timely manner for review by the office manager, with the change of the hospitality this has been added to right now Sithyna is handling it. Prepare ASI executive officers, board or directors, and staff travel request and travel claims in a timely matter for review. Now here's where it gets a little bit tricky, what it is, for example you are all familiar with your CSSA, I will book the air fare, I will book the hotel room and any other that needs to be done and then that information is turned over to Amanda and she compiles it into travel request then it comes back to myself to review and then it goes to right now to Christopher Johnson to review and then our Dean of students signs off on it, so goes through a lot of processes to cover. And they also assist with the ASI office and equipment asset inventory, what that is that we keep track of all our assets that are over \$1,000 and it's just a matter of them going and doing physical count and things like that okay. They also deal with business financial services so in the end like Sithyna handles are US bank card with my oversight, however occasionally she needs to communicate with Triana. Triana is our one that does our payables. They need to communicate if there's a mischarge or something, look at it there included with sonia to request a journal entry, "Hey this got charged to spirit it should be charged to elections "because they sit down, the three of us; Amanda, Sithyna and I sit down and we reconcile the financials when they come through. And the others are pretty much standard. Do you have any other questions?
  - Jennifer Miller: Do we hold critical to have maintain a neat appearance only because we are really cautious about dress codes and how folks can perceive them and i certainly understand that's an expectation but that could be verbally stated or training or something versus having it written in a position description?
  - Dena: I am open to that.

- Jennifer Miller: Because I'm always cautious because it's open for interpretation of what we mean by neat and i think that it's important when you're training someone to say hey we are an office environment so we dress to match the office environment.
- Dena: Should we put something like adhere to the dress code
- Jennifer Miller: I think I would actually just take it off because it could unintentionally look like we're telling people how to dress when they come to work. Even dress codes people take a lot of issues with those. I know they are voluntantandant but i can understand the folks. If it doesn't serve you as a critical i would just take it off.
- Dena: Okay so question, I'll take it off but when we go over and they're onboard and we go over the dress code. so let's say they were not following dress code would i have a stand to be able to say something if i took it off of here?
- Christopher Johnson: Typically when working with required appearance the easiest way to address that is to say okay there's an expectation of professionalism is required or expected and then to detail out what that means in onboarding process if conversation are then had so if someone is violating that and conversations had been had with that person regarding what might be happening with that why that might be the case. The disciplinary action comes in of sort of the subordination of not addressing the concern as opposed to saying they're violating dress code
- Tedy Ochoa: Any other discussion?
- Christopher Johnson: I just want to reiterate what Dena was saying in the beginning was that one of the things we really looked at in terms of doing this position is that you want to be much more specific so it's very clear you know what duties and responsibilities the students in these roles have, especially as level 3 students we want it to be very obvious that they are doing a very high level of work as Dena mentioned top they can really transfer these skills fully to their resume and because of that nature so these are good changes.
- Tedy Ochoa: Any further discussion? No okay we'll move on.
- Student Assistant Programs & Events Assistant: The committee will discuss the programs & events assistant position that will assist with the management and execution of the various academic, social, and leadership programs an events hosted by ASI.
  - Dena Florez: So as to not create any confusion between an administrative assistant and the front desk, so a possible title came up as office aid or office assistant. I'll leave it to the committee to decide. This one again we'll put back the full title it just has such a long title, this position also reports to the Executive Director, these positions upfront also report to the Executive director. Requirements and qualifications take that off, most students that are here are college students so we don't really need, you know. There wasn't much change but this position what we're looking at is possibly as in the past this position used to do help transcribe and prepare meeting minutes from draft to certified copies. So we are going to work together to try to come up with a way to make it because I know each of you has a Vice chair and it is the vice chairs responsibility to do the minutes so maybe we can assist with that. What would you decide office aid or office assistant?
  - Christopher Koo: We should probably use office assistant because it's really easy to use like assistant to the office manager and others.
  - Dena: Well they are Administrative assistant we took off to the office manager.
  - Jacquelyn Acosta: Chris's point was just for consistency's sake if we are using assistant for everyone else then just continue with assistant.
  - David San: This is something small but "how to apply" is that a different website or do we have a more updated place on how to apply? it says asicsula.org.
  - Dena: We have to change that website to asi cal state la.
  - Jacquelyn: Do we do it through handshake or?
  - Dena: We are on handshake for the student assistant positions so we'll change that then.
  - Christopher Koo: It still directs you to 404 so the page doesn't exist even on asi calstatela.
  - Tedy: So just update the link on both because it does not work on both. Any further discussion on the office assistant?
  - Damarea Parker: For the how to apply section it's asking to submit a complete application to the office, so is it going to be either or, or both accepted?
  - Dena: They have to submit an application, cover letter, and resume.
  - Darmarea: Hard copy or is it all on Handshake?
  - Dena: They can do it on Handshake or they can submit it in person because not every student goes on Handshake and we don't want to deny a student an opportunity to apply because we post it on our website and we can put it on our website to go through handshake.
  - Jacquelyn: I get it but everyone has access to computers on campus so i think for consistency's sake that it's only through handshake. Do paper or only handshake but because the university does it through Handshake I would just suggest doing everything on handshake.
  - Pandian Rajaram: I so believe that in CSA move people up through handshake so we should do it and not the paperwork.
  - Damarea: But for hot to apply don't was still have to change that to go to our website and such and delete the hard cover.
  - Christopher Johnson: I think that yeah for moving to Handshake we can update the how to apply section to give instructions on how to find it on handshake so that's easily fixed.

- Dena: I think the way the USU has it is you go to the USU and when you click on how to apply it routes them to handshake but we still require through handshake that they would still have to submit a complete application, cover letter and resume because that's on handshake.
- Damarea: For the last piece for the requirements and qualifications, i know we removed the high school diploma or equivalent but should we state that it has to be an enrolled Cal State LA student? because I know in the general section it says we are seeking a self-motivated Cal State LA student but i think in the requirement right if we're looking for a student it should be a registered Cal State LA.
- Dena: If you're on Handshake it's because you're a Cal State LA student.
- Teady: But there's also alumni on handshake
- Dena: But the way our position goes out to is I have a buttons on there that I can choose and it's not open to alumni, you have to be Cal State LA student and i think if you look on our jobs under the position to be ASI Administrative student assistant you must maintain 2.0 GPA and that's already on the website.
- Jennifer: A lot of our student PD's have enrolled student in good standing and it's important because we want to stress that we want students to be successful and sometimes they take breaks and thinking about if someone is on a break do we want them working if they are not actively contributing to their education.
- Teady: Any further discussion on this?
- Ameya: I was wondering if students are enrolled part time, can they apply.
- Dena: Yes.
- Teady: Any further discussion on either application?
- Dena: So I make the changes and then it goes to action next personnel?
- Teady: Do we review it again or just action? Just action. We'll do action on the other personnel. We'll move on to student assistant programs and event assistance. The committee will discuss the program and event assistant position that will assist the management and execution of various academic, social, and leadership programs and events hosted by ASI. Christopher Johnson Take it away.
- Christopher Johnson: As we are all very much aware there's a lot of transition happening right now in terms of the full time staff and the various areas that need support. One way i was thinking that we can temporarily address the situation is by bringing back the and reopening the student assistant position that was previously part of ASI but has been removed for various reasons, but basically this position would be a dedicated student assistant that would work primarily or exclusively with programs and events in terms of managing those things. Keeping that data that information keeping track of reservations, food requests. And this person would assist Dena and her team in terms of double checking whether or not those different food requests have been sent out and things. This person would also support Gus who would be primary, since he's doing programs, he'll probably be the primary supervisor of the position. It says executive director and it should say designated aspects of programming someone should be keeping an eye on them.  
Jacquelyn: Just for clarification this would only be for at the moment type of position like once we are back at full staff I wouldn't see a full need for this position so is this at the moment since we are understaffed type of thing?
- Christopher Johnson: Yeah, so for I am proposing it as a temporary while we fill up at least a couple, but yeah it will be temporary but also in terms of, I know this will have a financial impact on the budget as well and i feel that the impact would be really small especially when considering the salary savings that would be generated by the open positions that those salary positions can go directly to covering this position. So it will almost be like covering the same thing and any additional cost.
- Jacquelyn: So who exactly would they report to since we don't have an executive director, just Dena or Gus?
- Christopher Johnson: They would report to Gus once Gus is updated.
- Teady: I definitely agree with Jackie this could be a temporary staff but once we get the senior coordinator in i won't find any room for it.
- Dena: So keeping in mind that when we hire a student assistant they are hired for that given time plus also they get one term after unless we specifically say on the hire page we need this person from this day to this day. So if we are done on June 30th or maybe even, honestly i would maybe venture to say August. Keep in mind also we have some student assistants well one student assistant that will be leaving, two actually, Andrew and Amanda will be graduating this spring. So this is a great opportunity for them to just get in there. But we will see specifically as long as they are aware they are hired from this point to this point that way there's no confusion or expectations.
- Jackie: I really like the idea. I think it could definitely help our two staff members. That's what I was thinking of putting up the time frame of when we are anticipating the Executive Director so I'm all for it. I would probably just have to take a look at what the duties are and maybe tweak them just a little bit cater to what the current needs are organization wise but yeah.
- Teady: I know we mentioned Ameyas concern this one only says full-time are we able to in preferred skills and qualifications it must be current full-time student, are we adding part-time as well?
- Christopher Johnson: I think yeah we can.

- Teady: And then if you're interested in applying we would have to correct that again for handshake because I checked USU and it does do that it just sends you directly to handshake.
- Dena: Are we changing to the reports, well you're going to tweak it. Once Jackie gives the final can we just fly the position on handshake or does it have to go through action approval?
- Alex Barry: We might want it to go before the board, you're probably okay to fly it. I'm just thinking because in general committees are meant to take an advisory role and they are supposed to advise the board on what actions to take. I know our committee operates a little bit differently and what we do here in general is more overseeing changes made to personnel that could be made in general with the business side without board approval. But I think so as long as we get a look at this it will be fine. I'm going to look a bit more into president with this and see what we've done in the pass but my instinct is that it should have to go in front of the board because I think the purpose of this committee is to look over actions we are taking on the business side but we wouldn't have to... like if this were operating in a normal organization then it wouldn't have to go through the board to change something like that.
- Dena: So we are working on the six and six right now so if we add it to the six and six so we have to go to finance because finance will see it as a discussion because it's going to have financial impact on the organization. So once finance approves the six and six then in essence they are approving that position correct? Because it will be noted that this is going to include this position on there.
- Christopher Johnson: They can approve the budget for the position but the position has to be approved by the board.
- Alex: When the board approves the six and six I think they would be approving the allocation of the salary of the position because i don't know if it would be the position itself. I think the question is does the board need to approve the creation of the position? And my opinion is that I'd like to go through old minutes and make sure in advanced for the next personnel meeting is that because we can take this action on the business side, like this committee i think is meant to insure that the organization is kept accountable in making personnel decisions but we still make personnel decisions on the business side, that authority is delegated to Dena and the Executive Director everything like that right. We don't send the applicant for executive director in front of the board directly to get appointed like we are able to make that hiring option with the search committee so i think that we should be okay once it's approved by this we should kind of fly it up on handshake but I'm going to look into it and make sure that I'm correct I'm going to see what the process has been for creating and removing positions in the past.
- Dena: I don't know if it helps but when we hire a student assistant position basically we just tell them we are going to need for example in spring when our student graduate as part of my report I'll be replacing this position. This position used to be a position within ASI so we are going to bring it back on a temporary basis and while I do want to make sure that we are protocol and follow policy.
- Alex: My instinct is that it should be fine and go forward with it i just want to make sure that again this is aspect where the board is really pursuing and oversight role so the board can look into it and it can be noted that this is a change we made on the business side but ultimately that authority is delegated to you and search committees to find these people and to the direct reports on the staff side of this organization. I think we should be fine to go forward with it or approved or i can have memo just outlining the reasoning for that next week but I'm not too concerned.
- Teady: I would say action item, personnel, budget it for six and six that's it. Anything else on the position? so we go into further detail in the next meeting and stuff like that and make the edits that were suggested on it
- Staff Updates: The committee will receive an update by the ASI President.
  - Jacquelyn: This is kind of what I emphasized on board. Just a reminder on how we delegated the past with Gus and Dena. I delegated Gus the programming aspect of the senior coordinator position because he already deals with marketing, already receives the program proposals so it only makes sense to have him oversee that as far as administrative that's already what Dena does for ASI so i really broke it down on what the Senior coordinator does between two different aspects which is administrative and programming and so we discussed how we were going to break that down between Gus, Dena, and myself. And so the way it's going to play out is Dena is sitting on Legislative Affairs, she'll continue to work with USU with payroll while Gus will be sitting on the cabinet of commissioners and college rep as well and he will do programming proposals, marketing, deal with the commissioners and continue to do student assistance; help benefits, hospitality, food venues and then the budget of the area because as i mentioned before some areas are kind of going over their budget and that shouldn't be happening. That's the whole point of having staff to overview everything and make sure everyone is on check with that. She'll be handling applications so expect her to be sending out any future applications for any positions or committees roles to Dena. So that is kind of how we broke it down between Dena and Gus and of course both of them have the support of their student assistance and if we do get this student assistant then they'll be smooth sailing. So does anyone have any questions on how I delegated the work between the two of them? And i just wanted to re-emphasize the importance of communication right now and does not only goes to my ASI members that is executive officers as well and you need to hold yourself more accountable, make sure you're really looking over your areas, making sure you're communicating with your area, and making sure that your area is not only communicating with other directly but how they

are communicating with our staff to make sure that everything is happening. So making sure you're staying on top of things and things like that.

- Alex: So i just looked at Policy 109 which deals with student assistant hiring and it says that to start an initiating supervisor completes the request for student assistant employee so what it sounds like there's technically once that form is done you can just create the position so it doesn't need to be overseen by this committee, it's all handled internally according to this policy. And then you have your search committee for that it seems that you can create the position just by filling out that packet and getting the requisite approval by the ED or whoever has that position.
- Damarea: So basically what Alex said and once the search committee is done the ED has the final say so in the hiring.
- Alex: And I figure the way this would work without an ED is just to remember is whoever is assumed that particular responsibility of the Executive Director would have the job of overseeing those applications or insuring that the creation of the new position is approved.
- Damarea: So they interview the search committee and after they would give recommendations to the ED and the ED interviews them one more time and the ED makes the decision.
- Teady: I'll look over policy 109 for the next committee so I can be well informed.
- Alex: I will have a memorandum outlining the policy probably by the end of this week.
- Teady: Anything else?
- Jacquelyn: Yes, I just want to re-emphasize that i just been hearing that at least for programming making sure that your areas submitting or talking to Gus at least for marketing stuff at least a week in advance because some people are trying to get it like to 2-3 days and cramming it right on top of him getting more responsibilities he can't be doing at least i told him if someone is submitting things after a week just tell them "you're past the deadline that's your fault. Hold yourself accountable. We can't be waiting last minute" because that's only adding more stress to our staff members on top of what they already took up on so unfortunately our members are waiting last minute for things and that's like on them and not our staff members so just make sure that you're emphasizing that. Stick to the deadlines in this office and I'm going to check out an email of what the deadlines are for everybody so I'll be putting that out there and nobody as an excuse to miss a deadline or anything.
- Dena: Teady I have to say with you when we go over policy 109 and also Christopher because there's some things in there that could possibly be changed to more align to how we are doing it now.
- Teady: We will definitely update it because it was updated 8 years ago. Anything else on staff updates? So we'll move to reports. I'll start with mine, I'll look over Policy 109 with Dena and Chris and then I'll make the edits on the timeline and that's pretty much it.
- Christopher Johnson: Just really quickly, originally i was exiting completely from ASI as of the 31st, this Friday, I'll actually be continuing to support the reduced capacity. So I'll still be assisting Dena with signature authority with several documents which will also allow me to sit in on certain processes such as student assistant hiring and things that require executive director authority, so i'll be able to assist with some of those things.
- Teady: Susie isn't here but I'll give Dena the opportunity to give her report.
- Dena: I'm thankful for all of you, thankful for Christopher Johnson for all his guidance too and thank you Jen for really reminding me of ideas that keep us communicating with the child care center. So it's great I'm loving the support that we are all getting and we are going to get through this.
- Teady: So any further discussion or reports will move on to adjournment so can i get a motion to adjourn the meeting at 4:10?

**e. Approval to adjourn meeting:**

<b>Offered By:</b>	Chris	<b>Seconded by:</b>	Ameya
Motioned to get consensus to end the meeting at 4:10			
<b>All in Favor</b>	5	<b>Opposed</b>	<b>Abstained</b>
<b>Motion: Passed</b>			

Official Minutes taken for the Personnel Committee Meeting of the Associated Students, Inc., California State University, and Los Angeles held on Tuesday, January 28, 2020 in the University Student Union 303AB. Consensus by the ASI Personnel Committee on Tuesday, February 11, 2020

Prepared by:

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Dena Florez Recording Secretary

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David San Secretary/Treasurer

DRAFT